

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington, 5th Floor
Phoenix, AZ 85007
(602) 542-5141



400 W. Congress #521
Tucson, AZ 85701
(520) 628-6595

LIQUOR LICENSE APPLICATION REQUIREMENTS

The average processing time for an application is 60 to 105 days. Processing delays may become significant if the application is incomplete, in error, or under protest. **PLEASE BE ADVISED THAT AN APPLICATION DOES NOT GUARANTEE THE ISSUANCE OF A LICENSE.**

ALL applicants must prove Arizona residency prior to issuance of an Interim Permit or an actual license.

APPLICATION REQUIREMENTS

(See attached fee form for current fees)

1. Completed Application for Liquor License (Form LIC0100)
Refer to Section One (1) of the application for instructions on which sections need to be completed.
2. Completed Questionnaire (Form LIC0101)
3. Completed Fingerprint Card and associated fee.
Fingerprints can be taken by any law enforcement agency or any bona fide private fingerprinting service. The DLLC or FBI approved fingerprint card(s) must be used. You will be required to show picture ID. The Department does not offer fingerprinting services.

Submit the following number of fingerprint cards for the indicated type of ownership:

Individual

One (1) Fingerprint Card

Partnership

One (1) Fingerprint Card for each partner

Corporation or Limited Liability Co.

One (1) Fingerprint Card for each director, officer, and anyone with ownership of 10% or more and/or having a controlling interest

4. **Mandatory Liquor Law Training for all new applications submitted after Nov. 1, 1997. See page 5 for details.**

45. Application Fee Non-refundable fee to be submitted with the Application for Liquor License.

ADDITIONAL REQUIREMENTS PRIOR TO ISSUANCE

If you are applying for:

Interim Permit

Cannot be granted for a Location Transfer

1. Complete Section Five (5) of the Application for Liquor License.
2. Attach current valid (non-expired) Liquor License. If eligible for an Interim Permit, licensee must surrender current license to the Department of Liquor Licenses **before** issuance of an Interim Permit.
3. Interim Permit Fee

Disabled individuals requiring special accommodations please call (602) 542-9027

Person to Person Transfer

Only applies to Bar Licenses (06), Beer and Wine Bar Licenses (07), and Liquor Store Licenses (09)

1. Complete Section Eleven(11) of the Application for Liquor License
2. Submit current valid (non-expired) Liquor License. Transferor must surrender the current valid license to the Department of Liquor Licenses before issuance of an Interim Permit or the issuance of an actual license.
3. Person to Person Transfer Fee

Location Transfer

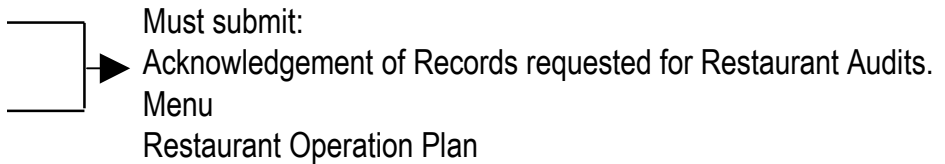
Only applies to Bar Licenses (06), Beer and Wine Bar Licenses (07), and Liquor Store Licenses (09)

Interim Permits cannot be granted for a Location Transfer

1. Complete Section Twelve(12) of the Application for Liquor License
2. Submit current valid (non-expired) Liquor License. Transferor must surrender the current valid license to the Department of Liquor Licenses before issuance of an Interim Permit or the issuance of an actual license
3. Location Transfer Fee

Hotel/Motel License (Series 11)

Restaurant License (Series 12)



If applying as:

Corporation

Must submit verified status by the Arizona Corporation Commission

Limited Liability Co. **Must** submit Articles of Organization and the Operation Agreement

Residency and/or Citizenship Requirements:

For Proof of Arizona Residency

Must submit drivers license or voter registration

If born outside of the United States

Must Submit Proof of Citizenship or Alien Status from one of the following:

*Certificate of Naturalization *U.S. Passport *Permanent Resident Alien Card

BEFORE ISSUANCE

Before you finalize this Application, the Department of Liquor Licenses and Control suggests that you ensure the location of your business complies with any necessary licenses or permits required by the local governing body.

Before Issuance of a liquor license to an applicant is granted, local governing recommendation for approval must be on file and final fees **must** be paid. A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44-6825).

Per A.R.S. 4-201.E., the Department must wait Fifteen(15) days from the date of local recommendation before issuing the license.

ARIZONA STATE LIQUOR STATUTES AND/OR RULES

It is required that all applicants be familiar with the current Arizona State Liquor Statutes and/or Rules..

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ORIGINAL LICENSE AND RENEWAL FEE CHART

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44-6852)

SERIES	DESCRIPTION	HALFYEAR	FULLYEAR	RENEWAL & SURCHARGES
01	In State Producer	1675.00	1850.00	350.00 *420.00 K, L
02	Out of State	325.00	350.00	50.00 *120.00 K, L
2L	Limited Out of State Winery (Not more than 50 cases in AZ per year)	137.50	150.00	25.00 * 95.00 K, L
03	Microbrewery	450.00	600.00	300.00 *370.00 K, L
04	Wholesaler	1625.00	1750.00	250.00 *320.00 K, L
05	Government	150.00	200.00	100.00 *170.00 K, L
06	Bar *QUOTA* WE DO NOT ISSUE NEW BAR LICENSES Must obtain on the open market or through a broker before applying. <u>(See Transfer Fees Below)</u>			150.00 *250.00 K, L & J
07	Beer and Wine Bar *QUOTA* WE DO NOT ISSUE NEW BAR LICENSES Must obtain on the open market or through a broker before applying. <u>(See Transfer Fees Below)</u>			75.00 *175.00 K, L & J
08	Conveyance	1612.50	1725.00	225.00 *295.00 K, L
09	Liquor Store *QUOTA* WE DO NOT ISSUE NEW LIQUOR STORE LICENSES Must obtain on the open market or through a broker before applying. <u>(See Transfer Fees Below)</u>			50.00 *120.00 K, L
10	Beer and Wine Store	1525.00	1550.00	50.00 *120.00 K, L
11	Hotel/Motel	1750.00	2000.00	500.00 *555.00 K, L
12	Restaurant	1750.00	2000.00	500.00 *585.00 K, L & J
13	Domestic Farm Winery	150.00	200.00	100.00 *170.00 K, L
14	Private Club	1075.00	1150.00	150.00 *220.00 K, L
SPECIAL TEMPORARY LICENSES				
15	Special Event	(Maximum 10 days per calendar year)		25.00 per day
16	Wine Festival	(Maximum of 25 licenses and 75 days per calendar year)		15.00 per event
	Wine Fair	(Must be held at a sanctioned county or state fair)		15.00 per event

ADDITIONAL LIQUOR LICENSE FEES

*Additional Surcharges Applied To Renewal

Interim Permit	100.00		* K = ARS4-209.K *35.00
Agent Change	100.00 for the first application		* L = ARS4-209. L *20.00
	50.00 each additional application (1000.00 maximum)		for series 11 & 12 - *35.00 all others
Application Fee	100.00 non refundable		* J = ARS 4-209.J Audit Surcharge *30.00
Person to Person Transfer	Application fee 100.00. Upon approval 300.00 issuance fee.		
Location Transfer	Application fee 100.00 Upon approval 100.00 issuance fee.		
Fingerprint Card	24.00 (Oct. 1, 2007)		
Manager Questionnaire	24.00 Fingerprint Card fee only (Oct. 1, 2007)		
Registration of Retail Co-op Agent	5.00 (Agent Only - Not Members)		

ADDITIONAL FEES MAY BE REQUIRED FROM LOCAL GOVERNING AGENCIES (Cities, Towns, or Counties)

RENEWAL AND LATE FEE SCHEDULE ON OTHER SIDE OF THIS PAGE

Disabled individuals requiring special accommodations please call (602) 542-9051

RENEWAL DATES FOR ARIZONA LIQUOR LICENSES
IF DEADLINE DATE FALLS ON A WEEKEND, DEADLINE IS MONDAY AFTER THE WEEKEND
RENEWALS SENT BY MAIL MUST BE POSTMARKED ON OR BEFORE DEADLINE DATE

COUNTY/COUNTY NUMBER/MISC	SERIES	RENEWAL MONTH/ DEADLINE
APACHE / 01	ALL	MAY 31
COCHISE / 02	ALL	JUNE 30
COCONINO / 03	ALL	MAY 31
GILA / 04	ALL	JUNE 30
GRAHAM / 05	ALL	JUNE 30
GREENLEE / 06	ALL	JUNE 30
LA PAZ / 15	ALL	JULY 31
MARICOPA / 07	05, 06, 08, 14	JANUARY 31
MARICOPA / 07	07, 13	FEBRUARY 28/29
MARICOPA / 07	01, 04, 11, 12	MARCH 31
MARICOPA / 07	09, 10	DECEMBER 31
MOHAVE / 08	ALL	JULY 31
NAVAJO / 09	ALL	MAY 31
PIMA / 10	06, 07, 11, 12	SEPTEMBER 30
PIMA / 10	01, 04, 05, 08, 09, 10, 13, 14	OCTOBER 31
PINAL / 11	ALL	AUGUST 31
SANTA CRUZ / 12	ALL	JUNE 30
YAVAPAI / 13	ALL	AUGUST 31
YUMA / 14	ALL	JULY 31
OUT OF STATE	02	NOVEMBER 30
LIMITED OUT OF STATE	2L	NOVEMBER 30
MICROBREWERY	03	NOVEMBER 30

**RENEWAL FEES IF A LATE FEE
PENALTY IS ASSESSED**

SERIES	DESCRIPTION	RENEWAL	LATE RENEWAL PENALTY	RENEWAL WITH LATE FEE
01	IN-STATE PRODUCER	420.00	150.00	570.00
02	OUT OF STATE	120.00	150.00	270.00
2L	LIMITED OUT OF STATE	95.00	150.00	245.00
03	MICROBREWERY	370.00	150.00	520.00
04	WHOLESALE	320.00	150.00	470.00
05	GOVERNMENT	170.00	150.00	320.00
06	BAR	250.00	150.00	400.00
07	BEER & WINE BAR	175.00	150.00	325.00
08	CONVEYANCE	295.00	150.00	445.00
09	LIQUOR STORE	120.00	150.00	270.00
10	BEER & WINE STORE	120.00	150.00	270.00
11	HOTEL/MOTEL	555.00	150.00	705.00
12	RESTAURANT	585.00	150.00	735.00
13	DOMESTIC FARM WINERY	170.00	150.00	320.00
14	PRIVATE CLUB	220.00	150.00	370.00

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DEPARTMENT APPROVED LIQUOR LAW TRAINING PROGRAMS

DLLC APPROVED LIST AS OF 09/24/2007

AGENCY SUBSTANTIVE POLICY STATEMENT - LIQUOR LICENSE TRAINING REQUIREMENTS

- A. Completion of the approved Liquor License Training Courses is required prior to issuance of the license. Such training must have been completed within the last five years.
- B. The person(s) required to attend both the Basic Liquor Law and Management Training, (either on-sale or off-sale), will include the following: owner(s), licensee/agent or manager(s) who are actively involved in the day to day operation of the business.
- C. Before acceptance of a Manager's Questionnaire and/or Agent Change for an existing license, proof of attendance for the Basic Liquor Law and Management Training (either on-sale or off-sale) will be required.

Listed below are the businesses whose liquor law training courses have been approved by the Department of Liquor Licenses and Control. The Department may require Title 4 (Liquor Law) training for applicants, licensees, managers, agents and other employees as provided by A.R.S. Section 4-112(G)(2).

AAAA-AZ ALCOHOL AWARENESS ASSOC

3402 E. Thomas Rd. #25
Phoenix, AZ 85018
(602) 410-2111
(English and Spanish classes)

AAEC - MEREKO INC

736 S. Longmore St.
Chandler, AZ 85224
(480) 917-8478
Email: mereco@aol.com
(English and Spanish Classes)

ARIZONA LIQUOR INDUSTRY CONSULTANTS

P.O. Box 2502
Chandler, AZ 85224-2502
(480) 730-2675
Email: azliquor@azlic.com

AATF-ALL STAR ALCOHOL AWARENESS

P.O. Box 6252
Chandler, AZ 85246
(480) 664-0389 or (888) 723-7078
www.AATF-AZ.com
Email: aatfazlaws@gmail.com
(English and Spanish Classes)

ABC – ARIZONA BUSINESS COUNCIL FOR ALCOHOL EDUCATION

77 E Columbus Ste. 102
Phoenix, AZ 85012
(602) 285-1396 or 1-800-453-7597
www.BCAE.com Email: BCAEAZ@aol.com
(English and Spanish Classes)

LYNN PACE BLAKE

P.O. Box 67801
Phoenix, AZ 85082
(602) 952-2284 (602) 725-7242
E-mail: restez@qwest.net

BARTENDING ACADEMY

1250 E Apache Blvd. Ste. 111
Tempe, AZ 85281
(480) 917-9925
Email: tempebarschool@yahoo.com
www.pbsa.com
5135 W. Thunderbird Rd.
Glendale, AZ 85306
(602) 548-1300
Email: phxbarschool@yahoo.com

TAMMY BRUNSON

7863 Pinal View Drive
Globe, AZ 85501
(928) 425-0252

DISCOVERY DETECTIVE GROUP

(480) 951-6545
www.discoverydetectiveacademy.org
Email: ops@discoverydetectivegroup.com

COME 2-U TRAINING

ALCOHOL INDUSTRY CONSULTING, LLC
9800 n 75TH Street
Scottsdale, AZ 85258
(480) 225-1034
Email: mmyron1@msn.com

RED MOUNTAIN LIQUOR CONSULTANTS

6445 E. Princess Drive
Mesa, AZ 85205
(480) 830-2768
E-mail: lelligrt@cix.net

ANDERSEN VENTURES

7621 N. Via De Manana
Scottsdale, AZ 85258
(602) 430-4351
Email: brianandersen1@cox.net

EDDIE G. RODRIGUEZ, JR

3120 S. Philamena Pl.
Tucson, AZ 85730
(520) 733-6956 or (520) 349-8374
E-mail: azliqlawtraining@aol.com
(English and Spanish Classes)

NATIONAL RESTAURANT ASSOCIATION

SERVS SAFE ALCOHOL
175 W Jackson Blvd. Ste. 1500
Chicago, IL 60604-2702
(312) 715-1010

SOUTHERN AZ LIQUOR CONSULTANTS

9121 E. Tanque Verde #105 – PMB #223
Tucson, AZ 85749
(520) 760-3902
E-mail: soazliquor@aol.com

TIPS

1101 Wilson Blvd., #1700
Arlington, VA 22209
1-800-438-8477
www.gettips.com
Email: flickingerb@gettips.com
Email: robersong@gettips.com

WALLACE HOPSON

Arizona Liquor Industry & Training Consulting
P.O. Box 1621
Chandler, AZ 85244-1621
(480) 242-0615
www.alitac.com
Email: alitac@cox.net

JENNIFER WILSON

3600 N. Hayden Rd. #3609
Scottsdale, AZ 85251
(602) 743-4635
www.Training411@aol.com